Subject Area Descriptions

I. ENVIRONMENT, SAFETY AND HEALTH (ES&H) MANAGEMENT SYSTEM

ES&H Requirements for Federal Staff
This Subject Area provides established requirements, processes, and procedures to meet training and certification needs of Office of Science (SC) personnel to ensure the proper implementation of ES&H requirements in mission activities.

Federal ES&H Performance Assurance
This Subject Area provides procedures for performance assessments, which are used to measure SC performance collectively, as well as individual site performance against mission, goals, and objectives. The mechanisms to provide feedback and corrective actions are also included.

Federal ES&H Processes & Activities
This Subject Area provides guidance and procedures for Federal Staff performing required/mandated Federal functions to ensure compliance with Federal Laws and Regulations, DOE directives, and SC directives.

ES&H Expectations and Requirements
This Subject Area contains procedures and guidance for ensuring that work by contractors is: (1) planned and executed in accordance with Federal Laws, Regulations, and DOE and SC directives; and (2) performed on schedule and within budget in a safe and environmentally compliant manner.

Enable and Authorize Work
This Subject Area contains procedures and guidance addressing the performance of required/mandated Federal functions of oversight of contractor activities in an efficient, safe, and environmentally compliant manner.

Performance Assurance
This Subject Area provides procedures and guidance to ensure the Office of Science administers its contracts and maintains ES&H oversight of contractors as specified in DOE and SC directives and policies and that mission and program requirements are met in a reliable, safe, and environmentally compliant manner.

Evaluation, Feedback and Reporting
This Subject Area contains the processes to guide SC staff in assessing contractor ES&H performance to ensure that both contract and regulatory requirements are being met. This Subject Area also contains procedures for providing feedback on ES&H performance, as well as documentation processes for ES&H non-compliances, and corrective action guidelines.

II. MANAGEMENT AND OPERATING (M&O) CONTRACTING MANAGEMENT SYSTEM

M&O Contract Acquisition Planning and Award

The M&O Contract Acquisition Planning and Award Subject Area identifies all major tasks required to plan and then to extend or compete an M&O contract. These tasks are governed by Federal Acquisition Regulations, Department of Energy (DOE) Acquisition Regulations, the DOE Acquisition Guide, and other DOE policies. This Subject Area includes two related activities, Acquisition Planning and Award which are administered by three procedures: Contract Acquisition Planning, Contract Extension, and Contract Competition.

M&O Contract Management and Administration

This Subject Area involves managing and administering the M&O Contract by establishing requirements and expectations for the contractor, facilitating contractor performance, monitoring and evaluating contractor performance and providing feedback to the contractor. This Subject Area also provides guidance for the orderly transfer of Laboratory management from an existing contract to a newly awarded contract.

Contract Close-Out

This Subject Area involves the orderly close-out of the M&O contract including the settlement of all open issues once the contract term has expired, the contract deliverables are completed or because it is in the best interests of the government to terminate a contract. Contract closeout is the process of settling all outstanding contractual issues to ensure that each party has met all of its obligations, and documenting the contract file accordingly. The primary objectives of contract closeout are (1) to identify and resolve any uncompleted obligations or pending liabilities on the part of either the Government or the contractor; and (2) to ensure that contract-related decisions and actions have been properly documented consistent with FAR 4.804-1 through -5.

III. PROJECT MANAGEMENT SYSTEM

Critical Decision (CD) Management
This Subject Area provides the requirements and procedures for properly identifying, planning, managing, and closing out a project using standardized Critical Decision Management approaches.

Project Delivery
This Subject Area supplies SC-wide requirements and procedures for managing the delivery of a project scope, cost and schedule utilizing project management discipline. The application of project management is required for all capital asset acquisitions with a total project cost (TPC) that exceeds $5 million. Projects less than $5 million may follow this Subject Area in a graded approach.

Project Reporting
This Subject Area describes the standardized processes and requirements for the timely and accurate reporting of project status to Office of Science senior managers and key program stakeholders, including use of the Project Assessment Reporting System (PARS).

Career Development
The Career Development Subject Area provides the criteria and standard procedures established to meet training and certification needs of project managers. This Subject Area assists project managers in complying with DOE directives, including Project Management Career Development Program (PMCDP) requirements.

IV. HUMAN RESOURCES MANAGEMENT SYSTEM

Organization Management – Planning and Design/Organization Management - Implementation and Execution

The Organization Management component of the Management System contains two Subject Areas: 1) Planning and Design, and 2) Implementation and Execution. These Subject Areas ensure that as part of Human Capital Management, an effective organization design, in concert with appropriately structured positions, filled with highly skilled and motivated employees, is aligned and structured to meet the Vision, future Mission, current needs and continuity of the organization. This dynamic process incorporates a thorough understanding of organizational and employee development, skill requirements, in a "cradle-to-grave" type concept.

Performance Management

The Performance Management Subject Area includes assisting supervisors and managers in implementing Departmental performance management systems and effectively administering incentive and performance award programs. It includes providing the framework for identifying performance expectation, developing performance plans tied to mission objectives, progress reviews and final ratings, addressing performance issues.

Employee Labor Management Relations

The Employee/Labor Management Relations (E/LMR) Subject Area includes formal recognition that certain groups of employees are represented by distinct and separate labor organizations and the administration of related Collective Bargaining Agreements. It also includes the process for providing guidance, consultation, and assistance to management and non-bargaining unit employees regarding options for addressing employee conduct and performance deficiencies, grievances and appeals, workforce discipline, and adverse actions. Employee Relations provides guidance to employees and supervisors in resolving work-related issues. Labor Management Relations administers the Labor agreements between SC and the respective union represented employees.

Benefits/Quality of Work Life

Employee Benefits/Quality of Work Life Subject Area provides mechanisms to assist employees and managers in designing, selecting and participating in programs which address their personal needs and supports the organization's ability to attract and retain a high performing workforce. This includes health benefits, life insurance, Thrift Savings Plan, retirement planning, DOE-Flex Programs, leave administration, and other benefits to Federal employees.

Employee Development

The Employee Development Subject Area includes assisting supervisors and managers to ensure that employees are technically competent and proficient in the execution of assigned duties. This includes administering DOE qualification/certification programs, supervisory development programs and other structured and unstructured organizational learning opportunities through Individual Development Plans.

EEO/Diversity Management
The Equal Employment Opportunity (EEO)/Diversity Subject Area provides processes to ensure equal employment for all employees and applicants, promote diversity within SC, foster and maintain a culture of inclusion and respect, and provide a harassment-free workplace. The Employee Concerns Program provides an environment where employees can express concerns of any type freely and openly about such issues as environment, safety, health, and management of DOE programs and facilities.

Human Resources Information Systems/Communications and Outreach
Human Resources Information Systems (HRIS) Subject Area includes electronic systems, automated processes, and the internet to communicate with audiences, both internal and external to the Office of Science (SC), in support of the SC mission and goals. Systems include the Corporate Human Resources Information System (CHRIS), DOE Jobs Online, and DOE Info as a data warehouse for reporting demographic and statistical information. This Subject Area also provides services and programs for Senior Executive Service (SES) members to ensure that the organization attracts and retains highly competent and effective leaders and the Communications/Outreach function.

V. FINANCIAL ASSISTANCE MANAGEMENT SYSTEM

NOTE: Reengineering of Subject Areas in this Management System has been deferred until the next reengineering sessions are scheduled in 2006.

Program Planning
The Program Planning Subject Area describes the process by which the program office, in conjunction with the contracting office, develops a requirements document identifying the technical schedule and financial requirements for each initiative.

Pre-Award Planning
The Pre-Award Planning Subject Area describes the process by which scientific areas and initiatives are selected to be funded and the determination of the appropriate funding mechanism.

Solicitation
The Solicitation Subject Area describes the process of requesting applications to fulfill programmatic objectives for a public purpose.

Merit Review and Selection
The Merit Review and Selection Subject Area describes the process for objectively examining applications based on pre-established criteria and the selection of the successful bidder.

Negotiation and Award
The Negotiation and Award Subject Area describes the process by which DOE and the recipient negotiate terms and conditions of the award.

Post-Award
The Post Award Subject Area describes the process to ensure projects are conducted within the requirements of the award and includes the coordination and monitoring necessary to ensure adherence to the terms and conditions of the award.

Closeout
The Closeout Subject Area describes the process by which an expired award is determined to have all the applicable actions completed and all required work of the financial assistance award has also been completed.